

## **Position Description: Shift Supervisor-Colombo**

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### **Basic Function of the Position:**

Supervise a regular shift of local guards assigned to safeguard USG facilities and personnel at the U.S. Embassy Colombo and surrounding facilities. This is a 24 hour position broken down in to two 12 hour shifts. The incumbent is responsible for overseeing all Local Guard security operations in Colombo over the course of a 12 hour shift. The incumbent reports directly to the Assistant Officer in Charge (LGF-Colombo).

### **Major Duties and responsibilities**

Supervise and coordinate the activities, schedule, breaks and interchanges of a large guard force which provides protective services on a 24/7 basis for buildings, property and personnel of the Mission.

Periodically patrol and inspect all guard posts to ascertain that guards are diligent and attentive to their duties in accordance with the local guard orders. Enforce discipline (under AOIC's supervision) and observe conduct and individual performance of local guards and report to AOIC.

Prepare daily shift reports, GEMS reports, incident reports covering unusual happenings or accidents. Investigate irregularities and complaints pertaining to the conduct of local guards or other aspects of the local guard performance and report to AOIC.

Perform special escort services of VIP visitors or other functions required by the RSO.

Perform other duties assigned by the Chain of Command.